

RULES AND REGULATIONS

1. TITLE

The name of the Club shall be “ALWOODLEY MOTOR CLUB,” hereafter referred to as “The Club”.

2. OBJECTS

- (a) to further interest in motoring and motor sport.
- (b) to provide members with information, advice and assistance on matters connected with motoring.
- (c) to watch the local administration of the laws and regulations affecting motoring and motor vehicles and to report any proposed local action or scheme to the Royal Automobile Club Motor Sports Association Limited (MSA).
- (d) to promote motor competitions in accordance with the requirements of the MSA.
- (e) to arrange tours, lectures, discussions, social and other meetings.
- (f) to afford members such benefits and privileges as it may be possible to arrange.

3. CONSTITUTION

Ladies and gentlemen of not less than twelve years of age shall be eligible for membership.

The membership shall consist of Honorary Life Members, Ordinary Members, and Junior members.

4. MANAGEMENT

The authority and responsibility for the transaction of the business of the Club and for its management shall be vested in a Committee who, in addition to the powers and authorities by these rules expressly conferred on them, may exercise all powers and do all acts in furtherance of the objects for which the Club is established, other than those hereby expressly directed or required to be exercised or done by the Club in General Meeting.

5. ELECTION OF OFFICERS

Chairman, Secretary, Treasurer and Committee shall be elected at the Annual General Meeting and subject to termination of office by resignation or otherwise, shall remain in such office until successors are appointed at the next Annual General Meeting.

Following their appointment, the Deputy Chairman shall be elected from within the Committee, by the Committee.

The Committee shall have power to co-opt other members as they deem necessary.

The retiring officers and other members of the Committee shall be eligible for re-election.

Junior members will not be eligible to hold a position on the committee nor are they eligible to be elected as ex-officio members.

6. COMMITTEE

The Committee shall consist of not more than eight members, exclusive of the

Treasurer, Secretary and Chairman, who shall be ex-officio members of the Committee.

One half of the members of the Committee, including ex-officio members, shall form a quorum.

Nominations of candidates for election to the Committee must be received by the Secretary not less than 7 days (seven days) before the Annual General Meeting, with an intimation in writing signed by each member nominated that he or she is willing to serve. Nominations and Candidates shall be signed by the member proposing them.

The Committee shall have the power to appoint a Sub-Committee of not less than 3 (three) persons to meet on its behalf in respect of any matter which is specifically referred to such a Sub-Committee.

7. MEETINGS OF THE COMMITTEE

The Committee shall meet whenever summoned by the Secretary, who may convene a meeting of his/her own accord, or shall do so by direction of the Chairman, or on a requisition signed by one half of the Committee.

Committee Meetings shall be restricted solely to Committee Members, except that any non-committee member may attend Committee Meetings in one of two ways.

- (1) after a request to the Committee to raise business with the Committee. This request must be put to the Committee members and a subsequent Committee meeting date set, by mutual agreement, for the member to attend. This date to be not more than two months after the initial request
- (2) on request of the Chairman to any member to attend a Committee Meeting for business to be raised by the Committee.

The attendance to be made within two months of the request.

8. ABSENCE FROM COMMITTEE

Any member of the Committee who shall, without sufficient reason, absent himself/herself from 3 (three) consecutive Committee meetings, will be understood to have resigned his/her position upon the Committee.

9. DUTIES OF THE SECRETARY

It shall be the duty of the Secretary to attend, in person or by deputy, all meetings of the Club and all meetings of the Committees and to take minutes of the proceedings. Such minutes shall be entered in a book and be presented for confirmation at the following meeting.

10. BANKING

All monies of the Club shall be banked by the Treasurer in the name of the Club and no disbursements shall be made therefrom except in accordance with the form or forms authorised by the committee. All withdrawals from accounts shall be subject to any two signatures of a number of Club officers, whose specimen signatures have been lodged annually with the Bank.

11. ELECTION OF MEMBERS

Application for Candidates for membership of the Club shall be submitted to the Committee by the Secretary and the election of such Candidates shall be at the discretion of the Committee.

The name and address and description of the Candidate and the name of his Proposer and Seconder, being members of the Club, shall be stated on each application submitted to the Committee provided that in the case of the Candidate who knows no member of the Club, the Committee shall be empowered to carry out the election after proper enquiries.

Applications for junior membership shall be submitted to the committee by those candidates of not less than twelve years at the time of the application; and not older than eighteen years as at the date of the last Club Annual General Meeting.

Membership of the Club shall continue only for the period covered by the current subscription and members shall be subject to re-election annually by the Committee.

12. PROVISIONAL MEMBERSHIP

Any Candidate for membership of the Club whose subscription has been accepted by the Secretary shall be a Provisional Member of the Club.

Provisional membership of any Candidate shall only hold good until the Meeting of the Committee next after payment of the subscription of such candidate.

13. VOTING AT COMMITTEE MEETINGS

Each Committee member present at the Meeting of the Committee shall be entitled to exercise one vote, except that Co-opted Members of the Committee shall not automatically have voting rights, unless so resolved by a majority decision of the elected Members of the Committee.

The Chairman shall not vote except in the exercise of a casting vote.

The Committee shall vote by ballot if any member present so demands.

A vote of one third against any application for membership shall exclude from membership.

14. SUBSCRIPTION

The annual subscription for membership shall be such an amount as decided by the Committee and approved by the members at the Annual General Meeting.

15. PAYMENT OF SUBSCRIPTIONS

Subscriptions shall be paid by Candidates for membership at the time of their application for membership and shall be due for renewal upon re-election at the next Annual General Meeting.

16. NEW MEMBERS

Any member who has been notified of his election and who fails to pay his subscription within one month of such notification shall again be requested by the Secretary or Treasurer to pay the same and if he fails to make payment within fourteen days thereafter his election shall be ipso facto, null and void.

No newly elected member shall be entitled to any of the privileges of membership until after payment.

17. NON-PAYMENT OF SUBSCRIPTION

Any member of the Club who has not paid his/her subscription within 2 (two) clear months of the date on which it became due shall be notified of the fact by the Secretary or Treasurer and one month thereafter any member who has still failed to pay his/her subscription may, unless sufficient reason be shown to the satisfaction of the Committee, be taken off the Register of Members forthwith.

No member whose subscription is in arrears shall be eligible to take part in any competition promoted by the Club under the General Competition Rules of the MSA.

18. RESIGNATION

Any member wishing to resign his/her membership shall give notice in **WRITING** of such desire to the Secretary on or before the date on which his/her subscription would have become due for renewal in any year, otherwise he/she shall be liable to pay his/her subscription for the ensuing year.

Any member ceasing voluntarily or otherwise to be a member of the Club shall thereupon cease to have any claim upon the property of the Club or to enjoy any of the privileges of membership, but he/she shall remain liable for the payments of any debts to the Club due from him/her.

19. USE OF THE CLUB NAME AND ADDRESS

The name and address of the Club shall not be given by a member as his address for any trade, advertising or business purpose, or in connection with any legal proceedings.

20. LIFE MEMBERS

The election of Life Members shall be at the direction of the Committee.

21. HONORARY MEMBERS

The Committee may elect as Honorary Members, all members of Royal Families and any persons distinguished for their political, scientific, literary, industrial and administrative capacities, or who have been distinguished in promoting the cause of motoring in general, or of the Club in particular.

22. EXPULSION OF MEMBERS

It shall be the duty of the Committee if at any time they be of the opinion that the interest of the Club so require, by letter to invite any member to withdraw from the Club within a time specified in such a letter and in default of such withdrawal to submit the question of his expulsion to a meeting of the Committee to be held within 6 (six) weeks after the date of such letter. Members of the Committee will be given at least 7 (seven) days notice that a question of withdrawal or expulsion is to be discussed at the Meeting of the Committee.

The member(s) whose expulsion is under consideration shall be given at least 7 (seven) days notice of such a meeting and shall be allowed to offer an explanation of his/her conduct verbally or in writing and if two-thirds of the members present shall then vote for his/her expulsion he/she shall thereupon cease to be a member of the Club.

23. ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be held in the month of June in each year upon a date and at a time to be fixed by the Committee. The Annual General Meeting shall:

- (a) receive from the Committee a full statement of accounts duly audited showing the receipts and expenditure for the year ended
- (b) receive from the Committee a report of the activities of the Club during the said year
- (c) elect the Secretary, Treasurer, Chairman and Committee
- (d) the Committee shall elect its Deputy Chairman
- (e) decide on any Resolution which may be duly submitted to the Meeting as hereinafter provided

24. SPECIAL GENERAL MEETING

A Special General Meeting may be convened by the direction of the Committee or on a requisition of the Secretary stating the business for which the Special General Meeting is required and signed by not less than 12 (twelve) members.

If the Meeting so requisitioned be not convened within 21 (twenty-one) days, the said twelve members may convene such a Meeting. Fifteen members shall form a quorum.

At least twenty-one days notice of all General Meetings shall be given, but non-receipt of such notice by any members shall not invalidate the proceedings.

Junior members are not eligible to convene or request a Special General Meeting.

25. AGENDA

When members wish a matter to be discussed at a General Meeting the text of such matter, signed by at least two members, shall be sent to the Secretary at least 14 days (FOURTEEN DAYS) before the date of such Meeting, so that it may be included in the Agenda.

A copy of the Agenda shall be sent to each member at least 5 (five) days prior to the Meeting, but the fact that any member has not received a copy of the Agenda shall not invalidate the proceedings.

No business which is not included in the Agenda shall be discussed at the Meeting unless every member present is in favour thereof.

Should the proposer of any motion fail to move a Resolution in respect of the relevant item on the Agenda then any other member shall be entitled to do so.

26. VOTING

Every person with a right to be present may exercise one vote with the exception of Junior members who are not eligible to vote. The Chairman shall not vote except in the exercise of a casting vote. At all General Meetings, except as provided in Rule 29, a majority of votes decides a Resolution.

At any General Meeting any twelve members may demand a Poll and thereupon the Meeting shall be adjourned to a time and place to be named by the Chairman and a postal vote shall be taken of all members of the Club. The decision of the members, as shown by such postal vote, shall be reported to the adjourned meeting and shall be deemed to be the decision of such Meeting.

27. RIGHT TO BE PRESENT

No-one can take part in the General Meetings unless he has been duly elected as a member of the Club and has paid his subscription according to these Rules.

28. OBSERVANCE AND INTERPRETATION OF RULES

Every member binds himself to abide by the Rules of the Club and also by any modifications thereof made in conformity with such Rules and also to accept as final and binding the decision of the Committee in all cases of dispute or disagreement as to the interpretation of these Rules.

29. ALTERATION OF RULES

Any alteration may be made in these rules by a General Meeting, provided:

- (a) that details of the proposed alteration or alterations are included in the notice of the General Meeting.
- (b) that the resolution proposing such alterations is carried by two-thirds of those present and voting at such General Meeting, or by two-thirds of those voting, should a Poll be demanded, as provided for in Rule 26.

30. EVENTS

All motor competitions promoted by the Club shall be held under the General Competition Rules of the MSA and in accordance with any other requirements of the MSA.

Any member convicted of an offence arising out of his being in charge of a motor vehicle in any Club event or on Club business, shall, thereupon, be liable to expulsion from the Club, under Rule 22.

31. COPIES OF RULES

Every member shall be furnished with a copy of the Club Rules and Regulations upon election.

32. BADGES

Any Badges issued to a member of the Club by or for the Club shall remain the property of the Club.

On termination of their membership, members shall deliver up such Badges to the Secretary.

33. TROPHIES

All Trophies shall remain the property of the Club and shall be returned to the Club annually, or upon the request of the Secretary.

34. DISSOLUTION

The Club may be dissolved by a Special General Meeting convened by direction of the Committee or on the requisition of the majority of the members.

If the Resolution of Dissolution be duly passed, the Committee shall forthwith liquidate the affairs of the Club and if there be any surplus assets on realisation these shall be disposed of by the Committee in accordance with the directions of the Special General Meeting.

Such disposal shall be either :

(a) in accordance with the objects of the Club (Rule 2)

(b) to a Registered Charity(ies).